

# PLANNED DEVELOPMENT ZONING



*Department of Planning, Building and Code Enforcement*  
STEPHEN M. HAASE, DIRECTOR

Planning Division Customers:

Re: Permit Information Update

Thank you for making an investment in San Jose with this development application. The City prides itself on being a leader in Smart Growth, but recognizes that much of that good work is the result of private investment choices made by each of our applicants to locate in San Jose. One of our goals is to help you succeed in your business, so that you can help us with our business.

San Jose's development process is based on our San Jose 2020 General Plan, supplemented by the Zoning Ordinance, and City Council adopted design guidelines and policies. Many of these documents can be found online at our web site listed below. Our staff utilizes these policies to ensure your application is promptly reviewed in a comprehensive manner with the goal of "no surprises" later in the process. Several changes are being made to the way we process development applications filed with the City, with the goal of continuously improving our customer service and overall process.

## **Processing Time Targets**

The City has worked with the development community to establish processing time targets (attached) for many of our applications. These targets are intended to set expectations for City staff and our applicants of how long a given process should take. One important lesson we have learned is that responsive applicants keep their projects moving more successfully through the process. We will manage your project(s) according to these established targets.

If your project does not fit into these general targets we will work with you to identify the best course of action. For example, if your project requires more than a second cycle of plan review, we will schedule a meeting with you and your consultants to discuss the best way to keep the project moving consistent with the standard timelines.

As part of managing the schedule for your project, it is important to understand the overall discretionary review process and relevant milestones, public outreach, and the required environmental review. We will assist you with all aspects of your project, such as coordinating and scheduling a community meeting when one is necessary, or working with you to address the scope and specifics of complicated environmental issues.

## **Working With Your Project Manager**

To provide you the best possible customer service, a project manager has been assigned as your key point of contact in the City's processing of your application. The project manager is responsible for managing your schedule, scheduling meetings, and providing feedback to you and

your design team regarding the various components of your project. In addition, the project manager will facilitate the resolution of key project issues to ensure you get the best possible information and decisions from all City departments in a timely manner. Your project manager has access to department management and upon your request will coordinate the necessary team meetings and decision-making to keep your project moving. This relationship is an important partnership to ensure good communication and a predictable development process – feel free to contact your project manager at any time.

### **Development Fee Program**

One of the outcomes of the review of processing times and the budget for the development fee programs this fiscal year was the reconsideration of our fee structure which was previously set on a flat rate basis. The development review program in San Jose is paid for with the fees collected with application submittals. These fees pay for the City staff working on development projects. As a result of our budget review and working with the development community, a greater effort was made to ensure that fees collected reflect the level of work commensurate with specific classes of projects.

The fees paid for specific development applications now come with general limits of service that staff can provide. For a typical development application, the application fees pay for two cycles of plan review, one community meeting, and an application period not to exceed six months. We have also added surcharges to our fee schedule for those instances where a specific application cannot stay within these general limits. This provision ensures that the standard fee program is not predicated on those unusual projects. Examples of the surcharges now include fees for additional community meetings, additional plan review cycles, and on-file time extensions beyond the standard six months. Previously, our cost recovery efforts related primarily to expenses we incurred in re-noticing applications.

### **Conclusion**

It is important to understand that the development review process works best when there is a partnership between the City and our customers to resolve project issues. While it is occasionally appropriate to agree to disagree, we will work diligently to find solutions that meet your needs so that the City's long-term goals are achieved. My Senior and Principal Planners are always available to help you, and can be reached at (408) 277-4576.

If you have questions about the development review process, need help to resolve an issue, or have comments about how we are doing, please feel free to give me a call. And please take the time to fill out the survey forms that you will receive at the conclusion of the process. Your comments and feedback help us improve the way we do our jobs, particularly our service to customers.

Joe Horwedel  
Deputy Director of Planning  
(408) 277-5184  
Joseph.Horwedel@sanjoseca.gov  
Web <http://www.sanjoseca.gov>

## Project Processing Timeline Goals

<p><b>30 Days or Less</b>  <b>(Assumes Exempt or reuse for CEQA)</b>  Dead tree removal approval (TR)  Lot Line Adjustment (AT)  Sign permits (AD)  Single Family House Permit, Category I (SF)  Time Extensions (AD)</p>	<p><b>60 Days or Less</b>  <b>(assumes Exempt or reuse for CEQA)</b>  Commercial / retail site modifications (H)  Historic Preservation Permit (HP)  Industrial site modifications (H)  Office site modifications (H)  Residential addition or conversion (CP)  Single Family House Permit, Category II (no council approval) (SF)  Time Extension (H, CP, PD, T)  Tree Removal no arborist report req'd (TR)  Utility Structures (AP)</p>
<p><b>90 Days or Less</b>  <b>(assumes Exempt or reuse for CEQA)</b>  Church, school, child care - minor additions, conversions, reuse (CP)  Commercial, Industrial w/o significant site issues (PDC, H, CP)  Historic Landmark Nomination  Off-sale alcohol Exception (CP)  Rezoning Conventional Districts (C)  SFDR permit and subdivision (PD, PT, T)  Single Family House Permit, Category III (council approval) (SF)  Tentative Map (T)  Tree Removal w/ arborist report req'd &amp; illegal removals (TR)  Variance (V)</p>	<p><b>120 Days or Less</b>  <b>(assumes Exempt, reuse or ND for CEQA)</b>  Car Dealership (CP)  Gas Stations (CP)  High Density Residential (3 stories or less) permit and subdivision (PD, PT, T)  Historic Landmark Preservation Agreement  Hotels / motels less than 100 rooms (H, PD)  Industrial / retail minor additions (H)  Nightclub / Bar (CP)  Residential zoning less than 200 units (PDC)  Small Churches, Child Care (CP)</p>
<p><b>180 Days or Less</b>  <b>(assumes ND for CEQA)</b>  High Density Residential (&gt; 3 stories) permit and subdivision (PD, PT, T)  Hillside development (PDC, PD)  Hotels / motels more than 100 rooms (H, PD)</p>	<p><b>180 Days or More</b>  <b>(assumes EIR or Complex ND for CEQA)</b>  Any project requiring preparation of and EIR  Commercial, Industrial w/ significant site issues (PDC, H, CP)  Large Public / Quasi Public uses (PDC, CP)  Residential zoning greater than 200 units (PDC)</p>
<p><b>Project Milestone Processing Goals</b></p> <ul style="list-style-type: none"> <li>• Comments for major applications sent in 30 days -- 95%</li> <li>• Comments for other applications sent in 30 days -- 70%</li> <li>• 2<sup>nd</sup> Round Comments for major projects sent 2 weeks --75%</li> <li>• Draft Permit to applicant 1 week prior to hearing -- 95%</li> <li>• Permit signed within 3 days of hearing -- 95%</li> <li>• Projects with 2 or fewer reviews to hearing -- 90%</li> </ul>	

## INSTRUCTIONS FOR FILING A PLANNED DEVELOPMENT ZONING

### INSTRUCTIONS

Please prepare the plans, forms and other required information listed below and return them, by appointment, to the Planning Divisions of the Department of Planning, Building and Code Enforcement. Applications will only be accepted for processing if they are complete.

1. **Completed application Form.** The application shall be signed by all owners of the real property included in the site or by a person having the lawful power of attorney therefor. The application may designate an agent who has full authority to act on behalf of the applicant, except that the agent may not sign the application, acceptance, or withdrawal. Original signatures are required.
2. **Description of Parcel Property.** A legible, separate legal metes and bounds description on a 8 1/2" x 11" page(s) covering the area of this application, or lot and tract numbers on a 8 1/2" x 11" page(s) with a copy of the recorded tract map attached, and a plot map delineating the permit area.
3. **Preliminary Title Report (dated within 90 days). Not Title Insurance.**
4. **County Assessor's Parcel Map.** Provide a copy of the Assessor's Parcel Map (APN) showing the subject property. This map can be obtained from the County Assessor's Office at 70 West Hedding Street, 5th Floor, San Jose, CA or from the Planning Division, City Hall, Room 400.
5. **Noticing the Neighborhood.** Refer to the Public Outreach Policy for a full description of the City's public notification procedures. Public Hearing notices will be mailed for development proposals at least 10 calendar days before the date set for hearing for a project. Notices will be sent to all property owners and residents within 300 feet for Very Small projects, 500 feet for Standard Development Proposals and a minimum of 1,000 feet for large or controversial projects as detailed in the Public Outreach Policy.
6. **General Development Plan Sets.** Submit the following:
  - Seven (7) full plan sets conforming to the requirements set forth in Section 20.120.510 of the San Jose Municipal Code (see Guidelines below).
  - Ten (10) Land Use Plans (Sheet No. 2).
  - Two (2) Grading & Drainage Plans (Sheet No. 4)

- Two (2) Landscape Plans (Sheet No. 6).
- **One legible black line plan set, reduced to 11" x 17"**

7. **Traffic Analysis Worksheet.** One copy of the Traffic Analysis Worksheet, complete Part II only.
8. **Environmental Review.** A complete application for appropriate environmental document or some evidence that environmental review has been completed for this project.
9. **Fees.** An application fee, associated Public Noticing fee(s), and the appropriate Environmental application fees are due at the time of filing (see fee schedule). Checks are made payable to the "City of San Jose".

**Please call our Appointment Desk at 277-8820 for an application appointment.**

### GENERAL DEVELOPMENT PLAN SET GUIDELINES

Pursuant to Section 20.120.510 of the San Jose Municipal Code.

General Development Plan Set shall conform to the following:

1. All sheets of the General Development Plan set shall be no larger than 24" x 36" (sheets of larger size shall require prior approval before filling the application).
2. All sheets shall be labeled "General Development Plan - Exhibit C".
3. All Sheets shall be numbered in proper sequence and numbers located in the lower right hand corner of each page.
4. All sheets shall be dated and adequate space provided for dates and nature of all revisions.
5. All sheets shall include a bar scale and north arrow.
6. All sheets shall be put in the proper order and bound together into plan sets.
7. All sheets should orient the project north to the top of the page.

**The General Development Plan Set shall be composed of the following drawings:**

#### Sheet Number 1 - "Title Sheet"

Including:

1. Name of project.

2. Location map at 1" = 500' scale with site denoted.
3. Statements and tables showing the following:
  - a. Total acres of subject property (net and gross).
  - b. Total number of dwelling units giving the number of each different type of dwelling unit (i.e. single family detached, condominium flats, townhouses).
  - c. Total amount of floor space for each non-residential use.
  - d. Total amount of surface area proposed for off-street parking and loading spaces and percentage of site area.
  - e. Total number of off-street parking and loading spaces required and provided.
  - f. Total footprint area of buildings, residential or non-residential, and percentage of site area.
  - g. Total area devoted to landscaped areas and percentage of site area.
  - h. Density:
    - (1) Number of dwelling units per net acre and
    - (2) Floor Area Ratio (gross building square footage as a percentage of net site area) for non-residential projects.
4. Development schedule setting forth the following:
 

Time of commencement and completion of construction of each building and structure (if phased development is proposed over a period of time the schedule shall set forth the portion of the subject property covered by each phase, the time of commencement and the implementation of each phase and of each building and structure in each phase).
5. Table of Contents.
6. Original date of plan and adequate space provided for date and nature of all revisions.

**Sheet Number 2 - "Land Use Plan"**

Map of PD Zoning District including:

1. Location map at 1" = 500' scale with site denoted.
2. Plan to scale of area to be rezoned showing:
  - a. Proposed PD Zone boundaries fully dimensioned.
  - b. All public and private use areas appropriately mapped, clearly identified, and shaded, including:
    - (1) All permitted land uses, including unit type (i.e. single family detached, condominium flats, apartments, etc.) and size for residential uses.
    - (2) Landscape areas, common open space, private open space, and public open space.
    - (3) All public streets, private streets and driveways within, and adjacent to, the proposed PD Zone, labeled "Public Street", "Private Street" or "Drive-way" with total right-of-way width dimensioned (including cross sections).
    - (4) All public and easements, including parking, access, utility, and pedestrian easements showing purpose and beneficiary of each easement.

area of each and includes a statement of the standards of residential unit density, and building, parking, vehicular circulation and landscaping intensity.

4. Notes which specify:
  - a. Development Standards:
 

By reference to straight zone, or Modified to be project specific to include:

    - (1) All setbacks
    - (2) Building height (stories and feet)
    - (3) Parking ratios
    - (4) Minimum lot size, and dimensions if applicable
  - b. Performance Standards:
    - (1) By reference to specific district in Zoning Ordinance, or
    - (2) Modified to be project specific
  - c. Clear descriptions of any required off-site work, including street and infrastructure improvements.
  - d. Clear descriptions of any environmental mitigation requirements, if any.
  - e. The Water Pollution Control Plant note (from application).
  - f. Private Infrastructure standards note to meet or exceed Public Improvement standards.
5. Additional graphic (i.e. mapped) information as applicable, including:
  - a. The location of the closest building, both existing and approved, on all adjacent properties.
  - b. All existing structures with disposition noted.
  - c. Perimeter setbacks dimensioned.
  - d. All significant existing natural features, including:
    - (1) "Ordinance size" trees (18" in diameter or larger) and smaller trees which are significant by virtue of their species, location and/or significance to the site due to the limited amount of existing vegetation.
    - (2) Creeks and waterways, including top of bank.
    - (3) Rock outcroppings.
  - e. The location and required height of sound walls.
  - f. Use Areas.
    - (1) General Building envelopes.
    - (2) General open space landscaping and recreation areas.
    - (3) Parking Areas.
    - (4) Internal circulation drives, width dimensioned.
  - g. Any project interface problem and solution identified.

**Sheet Number 3 - "Conceptual Site Plan"**

3. A use table which identifies each permitted use and the

**PLEASE CALL THE APPOINTMENT DESK AT (408) 277-8820 FOR AN APPLICATION APPOINTMENT.**

Plan showing the following:

1. Exact location and dimensions of the subject property.
2. Exact location and dimensions of the following components of the plan:
  - a. All lots.
  - b. All buildings and structures.
  - c. All public and private open space.
  - d. All off-street parking and loading areas.
  - e. Each public and private use and the area to be devoted to each such use.
  - f. All public and private streets.
  - g. All easements.
  - h. All adjacent buildings and uses within 50'.
  - i. All setbacks.
  - j. All trash enclosures and stress pads.
3. The use which will be made of each building and structure to be constructed on the subject property.

#### Sheet Number 4 - "Conceptual Grading and Drainage Plan"

Plan sufficient to describe terrain, including top of bank, where site is adjacent to creek or has an existing overall slope of more than two (2) percent. Show proposed grading if any cut or fill slope exceeds 18 inches. Provide cross section at property lines to show grading interface. May be combined with Site Plan if space permits.

#### Sheet Number 5 - "Conceptual Building Elevations / Floor

#### Plans"

Building elevations are required which illustrate the intended architectural style and character and the size, shape, materials, and general detailing of buildings. Building design will be finalized at PD permit stage. May not be required for custom house project with extensive architectural standards included in project.

#### Sheet Number 6 - "Conceptual Landscape Architectural Plan"

Plan of site to include, but not be limited to the following:

1. Overall conceptual landscape architectural plan the same scale as the conceptual site plan, showing lawns, ground cover, tree plantings. **Note: This is to include street tree planting as required by the City of San Jose.**
2. Where landscaping is to serve a particular function, such as a screen or buffer of something specific, a compensation for some site deficiency, or as a focal point or frame, the particular function and landscape concept shall be identified. Where landscaping is proposed in the public right-of-way, the maintenance responsibility shall be specified.
3. The landscape architectural plans shall include a generalized list of plant materials indicating type of material (canopy tree, screen shrub), and size of material. **Note: Conceptual landscape plans are not typically required for single-family detached residential projects.**

## PLANNED DEVELOPMENT ZONING APPLICATION

### TO BE COMPLETED BY PLANNING STAFF

FILE NUMBER <b>PDC</b>				RECEIPT #: _____
PROJECT LOCATION				AMOUNT: _____
ZONING	GP DESIGNATION	QUAD #	COUNCIL DISTRICT	DATE: _____
				BY: _____

### TO BE COMPLETED BY THE APPLICANT (PLEASE PRINT OR TYPE)

Pursuant to the Provisions of Chapter 20.120 of the Municipal Code, City of San Jose, California, Petition is made to rezone/prezone property as described.  
FOR THE PROPERTY LOCATED AT:

ASSESSOR'S PARCEL NUMBER(S) (APN)	GROSS ACREAGE	NET ACREAGE
EXISTING USE OF PROPERTY		ESTIMATED DATE OF OCCUPANCY (MONTH/YEAR)
PROPOSED USE OF PROPERTY		
PROPOSED REZONING FROM THE _____ ZONING DISTRICT TO THE _____ (PD) PLANNED DEVELOPMENT ZONING DISTRICT		
IF PROPOSAL IS RESIDENTIAL - NUMBER OF UNITS: TYPE OF UNITS:	IF PROPOSAL IS NON-RESIDENTIAL - NEW GROSS BUILDING SQUARE FOOTAGE	

**THE FOLLOWING EXHIBITS ARE ATTACHED HERETO AND MADE A PART THEREOF BY REFERENCE.**

- ☐ A LEGAL DESCRIPTION OF SUBJECT PROPERTY - EXHIBIT A
- ☐ PRELIMINARY TITLE REPORT
- ☐ THE COMPLETE GENERAL DEVELOPMENT PLAN SET FOR THE SUBJECT PROPERTY, ENTITLED \_\_\_\_\_

DATED     /     /     AND LAST REVISED     /     /     ,  
CONSISTING OF \_\_\_\_\_ SHEETS

## AFFIDAVIT OF OWNERSHIP

**THE UNDERSIGNED HEREBY DECLARE THAT THE FOLLOWING IS TRUE AND CORRECT:**

1. **Ownership.** The undersigned are all the owners of all the property described in Exhibit A - Legal Description of Subject Property, or lawful power of attorney of the entire subject site.
  
2. **Easements.** The development plans a part of this application show the exact location, size, and use of all easements on the subject site and all easement on surrounding properties benefiting the subject property.
  
3. **Water Wells.** If there are any existing active or deactivated water wells on your property, they must be shown on your plans. The property which is the subject of this application:
 

☐ does contain existing active or deactivated water wells and they are shown on the plans accompanying this application  
☐ does not contain existing active or deactivated water wells.
  
4. **Hazardous Waste and Substances.** In conformance with Section 65962.5 of the California Government Code, and as owner(s) of the property referenced below, I(we) hereby certify that I(we) have reviewed the list of Hazardous Waste and Substance Sites within the City of San Jose, as compiled by the State Office of Planning and Research.

The property which is the subject of the above-referenced application is \_\_\_\_\_ is not \_\_\_\_\_ included on said list. If included on the List, the listed item reads as follows:

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**THE UNDERSIGNED HEREBY DECLARE THAT THEY UNDERSTAND THE FOLLOWING APPLIES TO THEIR PROJECT:**

**Notice to Applicants regarding effect of Wastewater treatment capacity on land development approvals.** Part 2.75 of Chapter 15.12 of the San Jose Municipal Codes requires that an applicant acknowledge the effect of Wastewater treatment capacity on Land development approvals at the time of application. As owner (s) of the property subject to this development application, I(we) hereby acknowledge the requirements of the Municipal Code, as stated below, and understand that these requirements will apply to the development permit for which I(we) am(are) applying.

Pursuant to Part 2.75 of Chapter 15.12 of the San Jose Municipal Code, no vested right to a building permit shall accrue as the result of the granting of any land development approvals and applications when and if the City Manager makes a determination that the cumulative sewage treatment demand on the San Jose-Santa Clara Water Pollution Control Plant represented by approved land uses in the area served by said Plant will cause the total sewage treatment demand to meet or exceed the capacity of the San Jose-Santa Clara Water Pollution Control to treat such sewage adequately and within the discharge standards imposed on the City by the State of California Regional Water Quality Control Board for the San Francisco Bay Region. Substantive conditions designed to decrease sanitary sewage associated with any land use approval may be imposed by the approving authority.

PRINT NAME OF OWNER OR FIRM		DAYTIME TELEPHONE # (     )	
ADDRESS	CITY	STATE	ZIP CODE
OWNER'S SIGNATURE		DATE	
PRINT NAME & TITLE			

IF THERE ARE ADDITIONAL PROPERTY OWNERS, PLEASE USE THE FOLLOWING PAGE TO PROVIDE THE ABOVE INFORMATION.

**PLEASE CALL THE APPOINTMENT DESK AT (408) 277-8820 FOR AN APPLICATION APPOINTMENT.**



## AFFIDAVIT OF OWNERSHIP

THE UNDERSIGNED HEREBY DECLARE THAT ITEMS 1 THROUGH 4 ON PAGE 2 OF THIS APPLICATION ARE TRUE AND CORRECT, AND DECLARE THAT THEY UNDERSTAND THAT ITEM 5 ON PAGE 2 OF THIS APPLICATION APPLIES TO THEIR PROJECT:

PRINT NAME OF OWNER OR FIRM		DAYTIME TELEPHONE # (     )	
ADDRESS	CITY	STATE	ZIP CODE
OWNER'S SIGNATURE		DATE	
PRINT NAME & TITLE			
PRINT NAME OF OWNER OR FIRM		DAYTIME TELEPHONE # (     )	
ADDRESS	CITY	STATE	ZIP CODE
OWNER'S SIGNATURE		DATE	
PRINT NAME & TITLE			
PRINT NAME OF OWNER OR FIRM		DAYTIME TELEPHONE # (     )	
ADDRESS	CITY	STATE	ZIP CODE
OWNER'S SIGNATURE		DATE	
PRINT NAME & TITLE			
PRINT NAME OF OWNER OR FIRM		DAYTIME TELEPHONE # (     )	
ADDRESS	CITY	STATE	ZIP CODE
OWNER'S SIGNATURE		DATE	
PRINT NAME & TITLE			
PRINT NAME OF OWNER OR FIRM		DAYTIME TELEPHONE # (     )	
ADDRESS	CITY	STATE	ZIP CODE
OWNER'S SIGNATURE		DATE	
PRINT NAME & TITLE			

IF THERE ARE ADDITIONAL PROPERTY OWNERS, PLEASE ATTACH SEPARATE COPIES OF THIS PAGE TO PROVIDE THE ABOVE INFORMATION.

PLEASE CALL THE APPOINTMENT DESK AT (408) 277-8820 FOR AN APPLICATION APPOINTMENT.

CONTACT PERSON			
That for the purpose of processing and coordination of this application, the following person is my (our) designated representative/contact person:			
PRINT NAME OF CONTACT PERSON		NAME OF FIRM, IF APPLICABLE	
ADDRESS	CITY	STATE	ZIP CODE
DAYTIME TELEPHONE # (     )	FAX TELEPHONE # (     )	E-MAIL ADDRESS	
PROJECT DEVELOPER			
PRINT NAME OF PROJECT DEVELOPER (IF DIFFERENT THAN OWNER)		NAME OF FIRM, IF APPLICABLE	
ADDRESS	CITY	STATE	ZIP CODE
DAYTIME TELEPHONE # (     )	FAX TELEPHONE # (     )	E-MAIL ADDRESS	
ARCHITECT and ENGINEER			
PRINT NAME OF ARCHITECT		NAME OF FIRM, IF APPLICABLE	
ADDRESS	CITY	STATE	ZIP CODE
DAYTIME TELEPHONE # (     )	FAX TELEPHONE # (     )	E-MAIL ADDRESS	
PRINT NAME OF ENGINEER		NAME OF FIRM, IF APPLICABLE	
ADDRESS	CITY	STATE	ZIP CODE
DAYTIME TELEPHONE # (     )	FAX TELEPHONE # (     )	E-MAIL ADDRESS	

## TRAFFIC ANALYSIS WORKSHEET

PART I - TO BE COMPLETED BY PLANNING STAFF					
FILE #	COUNCIL DISTRICT	PLANNING AREA			
PART II - TO BE COMPLETED BY APPLICANT					
LOCATION					
PROJECT DESCRIPTION: (e.g. single-family detached residential, professional offices, etc.)					
NUMBER OF UNITS/SIZE: (e.g. 60 units, 85,000 sq. ft. gross floor area, etc.)			ESTIMATED DATE OF OCCUPANCY: (e.g. Fall 1989)		
PART III - TO BE COMPLETED BY PUBLIC WORKS STAFF					
TRIP GENERATION RATE PER UNIT OR ACRE, ETC.			ADT		
PEAK HOUR FACTOR			PEAK TRIPS		
INBOUND/OUTBOUND SPLIT					
		% IN.	% OUT	IN	OUT
CRITICAL INTERSECTIONS			LEVEL OF SERVICE		
			V/C	EXISTING LOS	DATE
1.			AM		
			PM		
2.			AM		
			PM		
3.			AM		
			PM		
4.			AM		
			PM		
5.			AM		
			PM		
6.			AM		
			PM		
SPECIAL COMMENTS					
<input type="checkbox"/> TRAFFIC REPORT REQUIRED <input type="checkbox"/> EXEMPT FROM TRANSPORTATION LEVEL OF SERVICE POLICY <input type="checkbox"/> ADEQUATE TRAFFIC CAPACITY TO SERVE DEVELOPMENT <input type="checkbox"/> INSIGNIFICANT TRAFFIC IMPACT <input type="checkbox"/> NO TRAFFIC IMPACT <input type="checkbox"/> TRAFFIC CAPACITY TO BE REVIEWED AT SITE DEVELOPMENT STAGE <input type="checkbox"/> _____					
DATE OF REVIEW			SIGNATURE OF REVIEWER		

**PLEASE CALL THE APPOINTMENT DESK AT (408) 277-8820 FOR AN APPLICATION APPOINTMENT.**

## DEVELOPMENT APPLICATION CHECK SHEET

**NOTICE TO APPLICANT: *Do not complete*** this form. Present at time of application. Your application will be accepted ***only*** if ***all*** items are included in correct form and numbers. Please be advised, however, that the items on this check sheet do not necessarily constitute a complete application. Additional items may be required to complete the review of your project.

FILE NUMBER		STAFF	DATE RECEIVED
REQUIRED COPIES	DOCUMENTS		
1	<b>APPLICATION FORM correctly filled out</b> <input type="checkbox"/> Applicant(s) - listed as owner(s) or agent <input type="checkbox"/> Signature(s) of owner(s) listed above <input type="checkbox"/> Contact Person identified <input type="checkbox"/> Architects, Engineers and Developers identified <input type="checkbox"/> Affidavit Page signed by owner(s)		
1	<b>LEGAL DESCRIPTION</b> <input type="checkbox"/> Single metes and bounds description of entire property or <input type="checkbox"/> Lot and tract number from recorded subdivision map, and copy of said tract map		
1	<input type="checkbox"/> <b>PRELIMINARY TITLE REPORT</b>		
1	<input type="checkbox"/> <b>COUNTY ASSESSOR'S MAP</b>		
7 sets  10  2  2	<b>GENERAL DEVELOPMENT PLAN</b> <input type="checkbox"/> Attached in sets in correct order <input type="checkbox"/> Title Sheet <input type="checkbox"/> Land Use Plan <input type="checkbox"/> Conceptual Site Plan <input type="checkbox"/> Conceptual Grading and drainage <input type="checkbox"/> Conceptual Building Elevations/Floor Plans <input type="checkbox"/> Conceptual Landscape/Architectural Plan <input type="checkbox"/> Legible black line plan set, reduced 11' x 17'		
	<input type="checkbox"/> <b>TRAFFIC ANALYSIS SHEET</b>		
5 1	<b>ENVIRONMENTAL REVIEW</b> <input type="checkbox"/> Draft EIR or <input type="checkbox"/> Completed Application for Environmental Clearance which includes: Photographs Vicinity and location maps Signed disclosure forms <input type="checkbox"/> Request for Environmental Exemption or <input type="checkbox"/> Some evidence that environmental review has been completed		
	<b>FEES</b> <input type="checkbox"/> Application Fees <input type="checkbox"/> Environmental Fees <input type="checkbox"/> Public Noticing Fee <input type="checkbox"/> Additional Charges <input type="checkbox"/> Record Retention Fees		

**PLEASE CALL THE APPOINTMENT DESK AT (408) 277-8820 FOR AN APPLICATION APPOINTMENT.**

## ADDITIONAL INSTRUCTIONS FOR STORMWATER RUNOFF DATA

The California Regional Water Quality Control Board, San Francisco Bay Region (RWQCB), requires that the City of San Jose demonstrate compliance with the National Pollution Discharge Elimination System (NPDES) Permit issued to the Santa Clara Valley Urban Runoff Pollution Prevention Program (SCVURPPP).

In order to comply with the NPDES Permit requirements, the City of San Jose must provide the RWQCB with the following information requested below. Thank you for your cooperation in compliance.

### INSTRUCTIONS

#### What Projects Apply?

**All applicants** creating, adding, or replacing **5,000 square feet or more of impervious surface\*** on the project site must fill out the following information and submit it along with their application for a Planning permit to the Department of Planning, Building and Code Enforcement, Room 400, City Hall, 801 North First Street, San Jose.

#### What is an Impervious Surface?

An impervious surface prevents the infiltration or passage of water into the soil. Impervious surfaces include rooftops, paved or covered patios, driveways, parking lots, paved walkways, and streets.

For more information on the selection of Best Management Practices for stormwater pollution prevention, please refer to ***Start at the Source*** by BASMAA and ***the Guidance Manual on Selection of Stormwater Quality Control Measures***. These documents are available for purchase in the Department of Planning, Building and Code Enforcement at Room 400, City Hall, 801 North First Street, San Jose. You may also contact Bill Scott at: [bill.scott@sanjoseca.gov](mailto:bill.scott@sanjoseca.gov) or (408) 277-4576.

\* DO NOT INCLUDE routine maintenance work such as reroofing, or resurfacing of existing paved areas, in the calculation of impervious surface.

TO BE COMPLETED BY PLANNING DIVISION STAFF			
PROJECT FILE NO.:			
TO BE COMPLETED BY APPLICANT			
PROJECT DESCRIPTION		PROJECT LOCATION	
ASSESSOR'S PARCEL NUMBER(S):			
APPLICANT NAME (please print)		DAYTIME TELEPHONE NO: (      )	
PROJECT TYPE (Check all that apply):  <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Public/Quasi Public <input type="checkbox"/> Agricultural <input type="checkbox"/> Other _____		EXISTING USES ON SITE:  <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Public/Quasi Public <input type="checkbox"/> Agricultural <input type="checkbox"/> Other _____	

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# ADDITIONAL INSTRUCTIONS FOR STORMWATER RUNOFF DATA

## PROJECT SIZE:

- a. Site size: \_\_\_\_\_ sq. ft.
- b. Existing impervious surface area (includes land covered by buildings, sheds, patios/covers, parking lots, streets, sidewalks, paved walkways and driveways): \_\_\_\_\_ sq. ft.
- c. Impervious surface area created, added, or replaced: \_\_\_\_\_ sq. ft.
- d. Total impervious surface area (new + existing): \_\_\_\_\_ sq. ft.
- e. Percent increase/replacement of impervious surface area (i.e. c/b multiplied by 100: \_\_\_\_\_ %
- Estimated area of land disturbance during construction: \_\_\_\_\_ sq. ft.  
(including clearing, grading, or excavating).

## HAZARDOUS MATERIALS:

Will or have hazardous materials been used or stored on site?

☐ Yes

☐ No

- a. If yes, please provide list and quantity of materials and note previous location and proposed location on site plan:

\_\_\_\_\_

- b. If required, has a Hazardous Materials Management Plan been approved for the site? ☐ Yes ☐ No

**TYPES OF STORMWATER CONTROL MEASURES:** proposed with project (please refer to item below and check all that apply):

☐ Stormwater Treatment

☐ Source Control

☐ Site Design

## SPECIFIC STORMWATER CONTROL MEASURES (Check all that apply):

Storm water Treatment	Source Controls	Site Design
<input type="checkbox"/> Biofilter (veg. swale/strip)	<input type="checkbox"/> Wash area/racks, drain to sanitary sewer	<input type="checkbox"/> Minimize land disturbance
<input type="checkbox"/> Detention basin (dry)	<input type="checkbox"/> Covered dumpster area, drain to sanitary sewer	<input type="checkbox"/> Minimize impervious surfaces
<input type="checkbox"/> Detention pond (wet)	<input type="checkbox"/> Swimming pool drain to sanitary sewer	<input type="checkbox"/> Minimum impact street or parking lot design
<input type="checkbox"/> Underground detention	<input type="checkbox"/> Beneficial landscaping (minimizes irrigation, runoff, pesticides and fertilizers; promotes stormwater treatment)	<input type="checkbox"/> Cluster structures/pavement
<input type="checkbox"/> Media filter (sand, organic matter, bioretention)	<input type="checkbox"/> Outdoor material storage protection	<input type="checkbox"/> Disconnect downspouts (make sure they don't drain on to paved areas)
<input type="checkbox"/> Hydrodynamic device (commercially available in-line treatment unit)	<input type="checkbox"/> Covers and drains for loading docks, maintenance bays, and fueling areas	<input type="checkbox"/> Pervious driveway design
<input type="checkbox"/> Infiltration trench	<input type="checkbox"/> Maintenance (street sweeping, catch basin cleaning, etc.)	<input type="checkbox"/> Microdetention in landscape
<input type="checkbox"/> Porous pavement	<input type="checkbox"/> Other _____	<input type="checkbox"/> Preserve open space
<input type="checkbox"/> Wetland basin		<input type="checkbox"/> Protect riparian and wetland areas, riparian buffers
<input type="checkbox"/> Wetland channel		<input type="checkbox"/> Other _____
<input type="checkbox"/> Inlet filter		
<input type="checkbox"/> Other _____		

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